

## Official Meeting/Briefing Request for the RA or DRA

Has your Division Director been briefed on this subject, and is he/she aware of your request to set up this meeting? Yes X No       

**NOTE:** A briefing sheet needs to accompany this meeting request

**Date of Request:** 23 May 2020

**Requestor:** Rosemary Calli

**Phone No.:** 2-9846

**Name of Meeting:** Assumption MOA & status update

**Purpose of Meeting:** Brief RA ahead of biweekly check-in with AA OW

<b>Is the Meeting Date Sensitive?</b> Yes <u>X</u> No <input type="checkbox"/>	<b>Deadline Date: 6/1/2020</b>	
Meeting Date/Time Preference #1	Date: 6/1	Time: 3:30
Meeting Date/Time Preference #2	Date: 6/1	Time: 4:00
Meeting Date/Time Preference #3	Date: 6/1	Time: 4:30

**NOTE:** All requested dates should be at least one week out. This request will be discussed on Friday.

**Duration of Meeting:** Unless otherwise indicated meetings will be scheduled for 45 minutes: 30 mins to present/15 mins Q&A

Do you need a conference number: Yes ✓ NO       

**Background:** Florida DEP provided updates to the draft EPA-FDEP MOA 5/20/2020 that incorporate ESA coordination process language. Staff are reviewing the language to be able to ask clarifying questions, and to assess any potential recommended comments. The draft MOA or markup will be provided ahead of the briefing.

**Expectations from Meeting** Assess whether written comments are recommended before briefing for OW AA Ross before 6/2/2020 bi-weekly check-in.

If you are looking for a decision, give a date by when this decision must be made. 6/2/2020

No. of Participants: 8 (It is very important that the RA's office is aware of how many and whom...no surprises; i.e., we were told 2 staff members and 10 show up)	Names of Required Invitees: Jeaneanne Gettle Becky Allenbach Kelly Laycock, 2-9132 Rosemary Calli, 2-9846 Tom McGill, 2-9243 Matt Hicks Kavita Nagrani Mita Ghosh	Optional Invitees:
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